



Montessori of Alameda 2019-2020 Enrollment Form

CHILD INFORMATION

First/Last Name _____ Gender _____

Start Date _____ Birthday _____ Age at Time of Enrollment _____

Schedule Selection: Monday – Friday 8:00 am – 3:30 pm Monday – Friday 8:00 am – 5:30 pm

Including Before Care? (7:30 am - 8:00 am) Yes No

Previous Child Care or Preschool _____

Reason for Changing Schools _____

ALLERGY ALERT Does your child have allergies? Yes No

If yes, please list. _____

If yes, please list allergy reaction: _____

PARENT/GUARDIAN INFORMATION

First/Last Name _____

Home Address _____ Zip Code _____

Email _____

Employer _____ Work Phone _____

Work Address _____ Zip Code _____

Cell Phone # _____

Cell Service Provider (For emergency bulk message system): _____

PARENT/GUARDIAN INFORMATION

First/Last Name _____

Home Address _____ Zip Code _____

Email _____

Employer _____ Work Phone _____

Work Address _____ Zip Code _____

Cell Phone # _____

Cell Service Provider (For emergency bulk message system): _____

PICK-UP AUTHORIZATION

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

In the event of a natural disaster such as an earthquake, the bridges and roads may be impassable for quite some time. We ask that each family designate a contact on the east side of the river who could come get your child.

Name _____ Relation _____ Phone _____

Out-of-State Contact Information

Name _____ Relation _____ Phone _____

PARENT/GUARDIAN CONSENT

Checking the box gives consent for the following:

- In an emergency, the school has my permission to obtain medical care for my child except for these restrictions: _____
- My child may be photographed during school hours to be shared on MOA social media/website.

Signature(s) Required

Signature _____ Date _____

Signature _____ Date _____

MEDICAL INFORMATION

Immunization records or a medical exemption must be provided at time of enrollment.

Has your child had the chicken pox? _____

Does your child have special medical needs? If yes, please list and also provide any health partners or providers you would like us to know about. _____

Doctor _____ Phone _____

Other _____ Phone _____

General Child Information

Please give us any additional information which will help your child succeed at school and help us understand your child's needs.

Plays _____

Fears _____

Likes _____

Dislikes _____

Sleeping Habits _____

Toileting Habits _____

Challenges _____

Family pets _____

How does your child like to be comforted? _____

Child's home languages _____

Special words and meanings _____

Family traditions/beliefs that you would like to share _____

Familiar routines or habits: _____

Eating Habits _____

Special Diet Vegan Vegetarian No Dairy No Gluten

Other special diet needs (if any): _____

OTHER CHILDREN IN THE HOME

Name _____ Age _____ Gender _____

Name _____ Age _____ Gender _____

Name _____ Age _____ Gender _____

MOA General Information

Infant and Toddler Community Only

Children who are walking sturdily will be offered the opportunity to use the bathroom as part of toileting education. Parents will supply either cloth diapers or disposable diapers for their child. Those who supply cloth diapers must also send a wet bag in which teachers will place soiled diapers to be sent home at the end of the day. Toddlers will be wearing underwear once they show an interest in the bathroom. Parents will also supply underwear/training pants for children who are toilet learning.

Diapers and Training Pants

Parents provide enough diapers for their child every day. These can be either cloth diapers or disposable diapers.

Signature _____

Signature _____

Primary Classroom Only

I understand that Montessori of Alameda (MOA) teachers do not assist children in the bathroom and my child must be independent in the bathroom. Children will be given an initial lesson in how to use the bathroom at school and then this will become part of their independence in the classroom. Any toileting incidents will also become the child's responsibility with gentle guidance and an initial lesson. Children need to wear clothing they can dress and undress independently in as to help build self-esteem.

Non-Media Clothing Requirement

Montessori of Alameda requires that children wear clothing with "non-media" logos and shoes that children can put on and take off by themselves. Children must wear bring and wear "indoor shoes".

Signature _____

Signature _____

Emergency Authorization Form

I, _____, legal parent of _____, authorize Montessori of Alameda and staff to summon an ambulance at my expense to transport my child to the hospital. Montessori of Alameda has my permission to seek medical attention (surgical or otherwise) in case I cannot be reached. I understand every attempt will be made to reach me. Effective as of _____ (Date).

EMERGENCY CONTACT INFORMATION

Parent or Guardian _____

Home Phone _____ Work Phone _____

Address _____

Parent or Guardian _____

Home Phone _____ Work Phone _____

Address _____

Pediatrician _____ Phone _____

Health Insurance # _____ Group _____

We will use Emanuel Hospital unless otherwise specified: _____

In a non-emergency situation, Montessori of Alameda staff shall administer appropriate first-aid and call a parent. At that time, the parent will determine whether they would like to pick up their child and see a physician or not. MOA staff will log the injury and make the child feel as comfortable as possible until they feel like joining the group or the parent picks them up. Under no circumstances will a staff member transport a child to the doctor or hospital for medical treatment.

Signature _____ Date _____

Signature _____ Date _____

2019-2020 School Year Tuition

Rates effective September 1, 2019

INFANT/TODDLER COMMUNITY	TUITION Cash/ACH	TUITION Credit Card	BEFORE CARE 7:30-8:00 am
Mon—Fri 5 Full Days (8-5:30)	\$1610	\$1635	\$110
Mon—Fri 5 Part Days (8-3:30)	\$1235	\$1260	\$110
PRIMARY COMMUNITY	TUITION Cash/ACH	TUITION Credit Card	BEFORE CARE 7:30-8:00 am
Mon—Fri 5 Full Days (8-5:30)	\$1170	\$1195	\$110
Mon—Fri 5 Part Days (8-3:30)	\$1010	\$1035	\$110

INFANT/TODDLER COMMUNITY	DROP-IN FEE
Before Care	\$20
After care	\$30
PRIMARY COMMUNITY	DROP-IN FEE
Before care	\$15
After care	\$25

Please note that late fee of \$30 is applied if your monthly tuition payment is declined and not paid in full within 5 business days.

Montessori of Alameda is a private educational community offering part day (8:00-3:30) and full day (8:00-5:30) schedules 5 Days a week Monday - Friday. **The first month's tuition plus a \$500 deposit is due at the time of enrollment, along with the \$260 enrollment fee. The \$500 deposit is applied towards the final month the child attends MOA.** The balance of the year's tuition will be amortized over a 12-month period. Families may choose to pay yearly (due at the time of enrollment) or monthly (due on the first of the month) via our Tuition Express system or by check. Currently enrolled families who are enrolling a sibling are not required to prepay first month's tuition. For those families first month's tuition will be billed on the 1st of the month of the sibling's attendance.

NEW STUDENT ENROLLMENT FEE \$260 one-time fee

This fee includes emergency kit fee. Montessori of Alameda supplies U.S Coastal Guard approved emergency kits. We have 3-day kits in cooler bags that include emergency food, drinking water, light sticks, mylar blankets and first aid kits. We have enough supplies for all children and staff.

RETURNING FAMILIES

Returning Students Registration Fee: Early Bird (February) \$150, Regular (March) \$225

- **Due to the high demand of our programs it is required that families continue in our summer program to ensure a space for September.** We do not offer a summer off option.
- **The first month's tuition, enrollment fee, and deposit are all non-refundable.**
- **If you need to withdraw from MOA you must give written notice at least 60 days** before your child's last day and before the 1st of the month.
- Montessori of Alameda is open from 8:00 am to 3:30 pm Monday through Friday with before care available 7:30-8:00am and aftercare available from 3:30–5:30pm. Please respect our teachers and your child by picking your child up on time. We happily give a 5-minute grace period and first-time warning. If you are late more than 5 minutes we charge **\$5.00 for every minute you are late to pick-up.** Late fees are charged to your Tuition Express account on the day they occur. This rule applies to all schedules. Continual irresponsibility to pick up your child on time will result in termination of your school agreement.

- **We do not prorate tuition, as it is based on an annual fee broken down into convenient monthly payments.** There are no refunds due to illness, planned school closures, vacations, school closures due to inclement weather or power outage, holidays or staff illness. Monthly tuition is set up for convenience and does not reflect a true monthly rate, therefore no reductions or credit are given. It is the responsibility of the parent to find child care when school is closed.

Signature _____ Date _____

Signature _____ Date _____